

# Organic.Edunet Web Federation Portal

## Hands-on exercise

### Working with the Portal in Seven Steps

#### Instructions for facilitator

- Make sure that you have a projector open to show in parallel how to register using an e-mail of your own (or a fake if you are already registered)
- You are not obliged to follow all the steps to complete the hands-on session. In the end of this document you will also get alternatives on leaving some steps out, if the time is limited
- Please make sure that you erase the instructions here and in the end of the document, before printing and handing these exercises to the participants

#### Step 1

- 1) Visit <http://portal.organic-edunet.eu>
- 2) Choose your preferred language on the top right of the homepage by selecting the appropriate flag.
- 3) Click the option "Create account" on the left & middle part of the homepage, just below the login area
- 4) Provide the information requested along with a valid e-mail account to register to the portal
- 5) Open your e-mail account in a different tab of the Internet Explorer / Google Chrome / Firefox browser
- 6) Check your e-mail to verify and complete your registration with the Organic.Edunet Portal

END OF STEP 1

*Time to complete: 6-8 minutes*

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## Step 2

- 1) You are kindly asked to log in the Organic.Edunet Portal using your account details
- 2) Click on the upper left area of the homepage to visit your Profile
- 3) In the account details, observe that you can change all your information. Please make sure that the time zone is set correctly, matching your region

END OF STEP 2

*Time to complete: 3-4 minutes*

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## Step 3

- 1) Using the text-based search (under “Search” on the top), find any learning resource that has to do with an **“organic garden”**
- 2) Visit one of the results and observe that you can add it in a list of favorite resources (using the ADD BOOKMARK button)
- 3) Open the specific learning resource and spend a couple of minutes examining it to get a clear picture of its quality
- 4) Please return to the page that you used to ADD BOOKMARK and rate the resource using the five-star system located below the “Access to the resource” button

END OF STEP 3

*Time to complete: 4-5 minutes*

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## Step 4

- 1) For the same learning resource that you bookmarked and rated in the previous step, choose the option “View Metadata Details” (it’s the link exactly above the “Access to the resource” button)
- 2) Please check the metadata details under the category “Educational” that can be found in the left side of the page
- 3) Did you find any interesting details that can tell you more about the use of this learning resource within the classroom?
- 4) Take some time to visit the remaining metadata details to find some more interesting information on the resource

END OF STEP 4

*Time to complete: 3-4 minutes*

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## Step 5

- 1) Using the tag-based search that can be located on the right side of the homepage, click on a term (tag) that interests you
- 2) For any of the results / learning resources, click on its name and in the resulting page click the "Access to the resource" button
- 3) Please spend a couple of minutes to study the learning resource
- 4) Return to the previous screen and select the "**Add review**" link that is located below the "Access to the resource" button
- 5) In a couple of sentences provide your review for this resource. Do you find it useful? Would you recommend it?

END OF STEP 5

*Time to complete: 3-4 minutes*

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## Step 6

- 1) Using the Semantic Search, navigate in the semantic tree and search for results having to do with an **Issue** and more specifically, a **distribution issue** that has to do with the **alternative distribution**
- 2) Add two of the results from the semantic search to your bookmarks
- 3) Spend a minute with each of these resources and provide a rating for each one of them

END OF STEP 6

*Time to complete: 4-5 minutes*

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## Step 7

- 1) Re-visit your profile and see all the ratings you have provided so far in the course of the previous steps
- 2) Visit the list that stores your favorite resources (bookmarks) and remove one of them

END OF STEP 7

*Time to complete: 1-2 minutes*

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*With the end of these steps, I should be capable of:*

- *Searching for learning resources with all the available mechanisms of the portal*
- *Gaining access to these objects and seeing detailed information about their use and content (metadata details)*
- *Providing reviews on the resources that interest me*
- *Providing ratings for the resources in the portal*
- *Adding and removing bookmarks for resources that I am interested in*
- *Changing my account details within the portal*

The survey that will be used in the

**Instructions for facilitator**

- Mandatory Steps: 1, 3, 5, 6
- Recommended Steps 4, 7
- Optional Steps: 2

NOTE: The Steps that will be used ultimately should be performed in ascending order (i.e. 1,3,4,7 and NOT 3,5,1,2 etc...)

TOTAL Time for:

- All Steps: 25-30 minutes
- Only Mandatory: 20-25 minutes
- Mandatory and Recommended: 22-28 minutes

*During the validation session, all participants MUST complete the survey located at:*  
<http://www.ieru.org/organicsurvey>